



## Deputy County Attorney

**Department:** County Attorney

**Class Code:** 7424

**EEO Code:** 21

**FLSA:** E

**Effective:** 01/02/1997

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of unusual difficulty in assisting the County Attorney in planning, organizing and directing the activities of the County's legal department; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Plans, organizes and manages the activities of the County Attorney's office; assigns and reviews the work of subordinate professional legal staff; makes arrangements for the retention and management of private counsel in cases involving extensive or specialized litigation; conducts complex litigation and negotiation on behalf of the County, Board of Supervisors, County departments and officials; assists County Attorney in formulating and disseminating legal policies and goals; supervises the preparation or review of contracts, deeds, ordinances, resolutions and other legal instruments for the County; renders opinions relative to substance, form and propriety of such documents; attends Board of Supervisor meetings in absence of County Attorney and provides legal counsel as required by proceedings; provides legal advice and assistance to the County Administrator, department directors, other County officials, and other clients; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of municipal law, ordinances and charter provisions, state and federal law, and of constitutional law affecting local government; of judicial procedures, rules of evidence and methods of legal research..

Considerable skill in planning, organizing and supervising the work of a legal staff; in analyzing, appraising and organizing facts, evidence, and precedents in difficult and complex cases and to present such material in clear and logical form for oral and written presentations or in briefs, opinions, orders, or decisions.

Considerable ability to organize, interpret, and apply legal principles; to establish and maintain effective working relationships with

### **MINIMUM EDUCATION AND EXPERIENCE:**

Graduation from an accredited school of law and five years of experience in the practice of law, including administrative and supervisory experience; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

Eligibility to practice law in the Commonwealth of Virginia.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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